



Republic of the Philippines
 DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE
 OF AGRICULTURE AND TECHNOLOGY
 (Masbate State College)
<http://www.debesmscat.edu.ph>
 Cabitan, Mandaon, Masbate

**PLANNING AND
 DEVELOPMENT SERVICES**
 (Planning Office)

January 22, 2020

The President
 This College

Attention: Mr. Armando P. Cabrera, III
 FMS Director

Mrs. Ligaya M. Capinig
 AO V, HRMO

Madam:

DEBESMSCAT
PLANNING AND DEVELOPMENT SERVICES
RELEASED
 BY: HECTOR M. LUVIERON
 DATE: 2/3/2020 TIME: 6:30 am

DEBESMSCAT HRMO
 RECEIVED
 DATE: 2/3/2020 TIME: 9:08

Pursuant to Republic Act No. 11465 General Appropriations Act FY 2020, our agency has been allocated with 75 Million Pesos for Capital Outlay Projects under Locally-Funded Projects namely: Construction of Two-Storey Male Dormitory and Refurbishment/Upgrading of Old and Existing Buildings. Three percent (3%) of this amount is allocated for administrative cost amounting to 1.5 Million Pesos (see attached page). This allocation will be used for the payment of wages of Project Evaluation Officers/Project Inspectors and procurement of supplies.

This letter is written to inform you and request approval for the proposed utilization of the said administrative cost presented below:

Position Title	Salary Grade	Number of Positions Required	Monthly Salary	Contract Duration	Qualifications Required
Project Evaluation Officer II	SG 15	3	32,053.00	12 mos	1. Licensed Architect/ Civil Engineer/ Electrical Engineer; 2. With 1-2 years of relevant experience; 3. Knowledgeable in AutoCAD; 4. Knows how read and interpret plans; 5. Can work and perform duties under time pressure; 6. Willing to do field and office works
Project Evaluation Officer I	SG 11	2	22,316.00	6 mos	1. Preferably Civil Engineer (License not required)/ Registered Master Electrician 2. With 1-2 years of relevant experience; 3. Knowledgeable in AutoCAD; 4. Knows how read and interpret plans; 5. Can work and perform duties under time pressure; 6. Willing to do field and office works

This is to request further that the Office of the Human Resource Management shall facilitate the publication, recruitment, selection and placement of the above-cited positions before the projects will commence.

Looking forward for your favorable action on this regard.

Thank you and more power.

Very truly yours,

ULYSIS M. TERRERAS, EdDEL
 Director, Planning and Development Services

Recommending Approval:

EUGENIO L. JAZUL
 Vice President for Administration and Finance

Approved:

RENEE X. LAMELA, PhD
 SUC President III